5) Press **Enter** to display available course offerings.
6) Click `Prebook` button if no course offerings available to suit the employee's needs.
7) Enter a Prebooking **End Date**.
Note: The Prebooking End Date should indicate date by which the employee must have the Course Type completed.
8) Click 💾 . Message "**Participant was prebooked for the course type**" displays.
9) Click ❌ to close this iView window.

Book Participant (LSO_PV00)

1) Click `Maintain Bookings/Email` .
2) Click in the **Course Type** field and click 🗔 (Matchcode) button to search for a Course Type.
3) Enter a portion of the Course Name as a search string after the * for wildcarding in **Search Term,** click 🔍 , select the course type from the Search list and click ✅ .
4) Enter the employee's personnel number in **Person** field.
   or
   Click 🗔 (Matchcode) to search, change the Category to **Last name – First name,** enter the employee's name in the fields and click 🔍 . Select the employee from the search list and click ✅ .
5) Press **Enter** for the available Course Offerings to display.
6) Select the appropriate course date.
7) Click ⦿ Normal booking and `Book` . The message "**Participation was booked**" displays.
   If you receive the warning message "**There is already a prebooking for the same course type**", click `Confirm Booking` to complete the booking and cancel the prebooking.
Note: If you receive a 🛑 error message, click `New Entry` to clear the error.
8) Click ❌ to close this iView window.

Replace Participant (LSO_PV00)

1) Click `Maintain Bookings/Email` .
2) Click in the **Course Type** field and click 🗔 (Matchcode) to search for a Course Type.

3) Enter a portion of the Course Name as a search string after the * for wildcarding in **Search Term**, Click 🔍 select the course type from the Search list and click ✅
4) Press **Enter** for available Course Offerings to display.
5) Enter the personnel number in **Person** field to be replaced.
6) Click `Menu ▾` **> Participation > Replace** from the dropdown.
7) Click `Replacement Partic.` .
8) On the Replace Participant iView enter **P** (Person) for **Typ** and the number of person you want to have the seat in the **Attendee** field.
9) Click 💾 . Message "**Participant was replaced**" displays.
10) Click ❌ to close the Prebook Data iView window.

Cancel Participant from Course (LSO_PV00)

1) Click `Maintain Bookings/Email` .
2) Enter the employee's personnel number in **Person** field.
3) Click `Cancel Participation` .
4) Select the entry (course) to be cancelled. Be careful to select the correct one.
5) Select a **Reason Canceled** from the dropdown list and click `Cancel` . The message "**Participation booking was cancelled**" displays.
6) Click ❌ to close this iView window.

Add Work Phone/Email (PA30)

1) Click `Maintain Bookings/Email` .
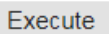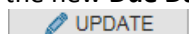2) Enter the employees **Personnel No.** in **Person** field and click the ✏️ (Change Particpnt) button.
3) Enter a **Period From** date (today) and a **To** Date (12/31/9999).
4) Enter **0105** in the **Infotype** field and **0010 (E-mail)** or **0020 (work phone)** in the **STy (Subtype)** field. Click `Overview` to verify if an email or phone number record exists.
5) If it does not exist, click `Create` to add a record.
6) Enter **ID/number** (email address) or **Telephone** (phone number).
7) Click `Save` . Message "**Record created**" displays.
Note: If you receive a ⚠️ message stating **ID/Number already used for Person number 9999**, verify if it is a shared email address or the person's supervisor's email address. If so press the **Enter**.
8) Click `Back` to return to the **Book Participation** screen **OR** click ❌ to close this iView window.

Update Work Phone/Email (PA30)

1) Click `Maintain Bookings/Email` .
2) Enter the employees **Personnel No.** in **Person** field and click the ✏️ (Change Particpnt) button.
3) Enter a **Period From** date (today) and a **To** Date (12/31/9999).
4) Enter **0105** in the **Infotype** field and **0010 (E-mail) or 0020 (work phone)** in the **STy** (Subtype) field and click the button.
5) Enter the updated email or telephone number and click `Save` The Warning message "**Record valid from __/__/__ to __/__/__ delimited at end**" displays.
6) Click `Save` again and message "**Record created**" displays.
7) Click `Back` to return to the **Book Participation** screen **OR** click ❌ to close this iView window.

Subscribe Learner to Course Program (LSO_SUBSCRIBE_CP)

1) Click `Subscribe Learner to Course Program` .
2) Click in the **Course Program** field and click 🗔 (Matchcode) button to search for a Course Program.
3) Enter the Course Program name or a portion of the Course program as a search string after the * for wildcarding in **Search Term** and click 🔍 .
4) Double click on the correct Course Program.
5) Enter the **Due Date** by which the employee should complete the program.
6) Enter the Personnel number in **Person** field or click 🗔 to search for a student.
7) Click `Subscribe` . Message "**Course program was subscribed**" displays.
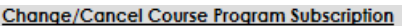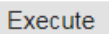8) Click ❌ to close this iView window.

Change Course Program Subscription (ZP239)

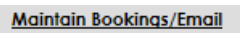1) Click `Change/Cancel Course Program Subscription` .
2) Enter the employee's personnel number in **Person** field.
3) Click in the Course Program field and click 🗔 (Matchcode) button to search for a Course Program.
4) Enter the Course Program name or a portion of the Course Program as a search string after the * for wildcarding in **Search Term** and click 🔍 .
5) Double click on the correct Course Program.
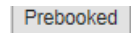
6) Click **Execute**.
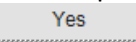7) Enter the new **Due Date**.
8) Click **UPDATE**. Message **"Subscription due date successfully updated"** displays
9) Click ✔ to close message and click ✖ to close this iView window.

   NOTE: The Due Date will revert to previous due date. Run the training transcript to verify corrected due date.
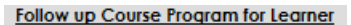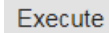
Cancel Course Program Subscription (ZP239)

1) Click **Change/Cancel Course Program Subscription** .
2) Enter the employee's personnel number in **Person** field.
3) Click in the Course Program field and click ⬚ (Matchcode) button to search for a Course Program.
4) Enter the Course Program name or a portion of the Course Program as a search string after the * for wildcarding in **Search Term** and click 🔍.
5) Double click on the correct Course Program.
6) Click **Execute**.
7) Click **Cancel**. Message "**Subscription successfully cancelled**" displays.
8) Click ✔ to close message and click ✖ to close this iView window.

Cancel Prebooked Participant (LSO_PV00)

1) Click **Maintain Bookings/Email** .
2) Click in the **Course Type** field and click ⬚ (Matchcode) button to search for a Course Type.
3) Enter a portion of the Course Name as a search string after the * for wildcarding in **Search Term**, click 🔍. Select the course type from the Search list and click ✔ .
4) Double click on the correct Course Name.
5) Click **Prebooked** button to view the list of prebooked employees.
6) Select the employee's name in the list and then click 🗑 .
7) Click **Yes** to confirm. Message "**Prebooking has been deleted**" displays.
8) Click ✖ to close the Prebookings iView and then ✖ to close this iView window.

Follow up Course Program for Learner

1) Click **Follow up Course Program for Learner** .
2) Enter the learner P or H number.
3) Click in the **Course Program** field and click ⬚ (Matchcode) button to search for a Course Program.
4) Enter the Course Program name or a portion of the Course program as a search string after the * for wildcarding in **Search Term** and click 🔍 .
5) Click **Execute**

Run Course Program Participation Report (**ZP218**) - Retrieves detail Course Program subscriptions.

Run Course Program Subscription Overview (**ZP234**) – Outputs courses required to complete programs for learners, by course type and by course program.

Run Training Activities Report (**ZP175**) – Outputs training statuses for employees in your agency. May be run to include prebookings, bookings, cancellations and/or completions.

Run Training Transcript (**ZP219**) - Retrieves an employee's course/program completions and qualifications received in transcript form.

Run Course Information Report (**LSO_RHSEMI60**) – Provides a listing of courses with dates, times, locations and instructors.

Run Communication Report (**ZP152**) - Provides a listing of employee email address for LSO correspondence and work telephone.

Run Employee Qualifications Report (**ZP174**) – Outputs training completion information and any certifications and licenses the employee holds that were entered in LaGov.

Refresh Course Catalog (**ZS13**) – Updates the Course Catalog for recently added courses.

Run Reference Personnel Number Report (**ZP80**) – Show any additional personnel numbers for employee.

Message Types	
🔴	Stop - Error condition exists, Must be corrected.
🟩	Changes are correct, No errors or warnings exist.
⚠	Warning condition exists, Verify data

🛑 *Pop-up blockers must be **disabled** and ***.louisiana.gov** address added as a trusted site to allow TC windows and Web-Based Courses to open correctly.*
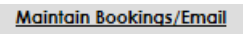
LAGOV EMPLOYEES (P IDS) ONLY

STATE OF LOUISIANA
LEO
LOUISIANA EMPLOYEES ONLINE

Best printed double-sided

Log into **LEO**
From the *Louisiana.gov* page, locate Online Services and click LEO: Louisiana State Employees Online **or** enter this address: https://leo.doa.louisiana.gov/ click **Training Coordinator** tab

Prebook Participant for ILT Course (LSO_PV00)

1) Click **Maintain Bookings/Email** .
2) Click in the **Course Type** field and click ⬚ (Matchcode) button to search for a Course Type.
3) Enter a portion of the Course Name as a search string after the * for wildcarding in **Search Term**, click 🔍 , select the course type from the Search list and click ✔ .
4) Enter the employee's personnel number in **Person** field. **or**

   Click ⬚ (Matchcode) to search, change the **Category** to **Last name – First name,** enter the employee's name in the fields and click 🔍 . Select the employee from the search list and click ✔ .